WELCOME

TOPICS

- **Provide an Overview of Fort Campbell and the Garrison Mission**
  - ❑ **Enhance Knowledge & Understanding of Fort Campbell's Structure**
- **Provide the Garrison Commander's Perspective on Vision & Mission**
  - ❑ **How the Vision & Mission accomplish Strategic Plan Goals**
  - ❑ **What it Means to be a Civilian Employee on Fort Campbell**
- **Provide Subject Matter Experts to Provide Employee Related Information**
  - ❑ **Employee Assistance Program**
  - ❑ **Personally Identifiable Information & Freedom of Information Act**
  - ❑ **Equal Employment Opportunity & Weingarten Notice**
  - ❑ **Informational Websites**

Orientation for New Employees - Garrison

LEADERSHIP ORGANIZATIONAL CHART

ABBREVIATIONS DEFINED

ACofS, IM = Assistant Chief of Staff for Installation Management

IMCOM = United States Army Installation Management Command

IMCOM LEADERS

IMCOM, HQ

LTG KENNETH R.

CSM JEFFREY S. HARTLESS

DEPARTMENT OF THE ARMY

FORCES COMMAND

USAG FORT CAMPBELL, KY

COL JAMES R. SALOME

CSM NOEL S. FOSTER

101ST ABN DIV (AASLT)

MG GARY J. VOLESKY

CSM GREGORY F. NOWAK

IMCOM ATLANTIC REGION

MR. DAVIS D. TINDOLL JR.

CSM KEVIN D. SHARKEY

Mr. Jonathan B. Hunter
Deputy To The Garrison

Mr. Peter Reyman
Garrison Executive

GARRISON MANAGEMENT & CONTROL OFFICES

- **USAG HHC / HHD**
- **ADMINSTRATIVE OFFICE**
- **INFORMATION MANAGEMENT OFFICE**

Garrison Resource Management Office

Ms. Anita T. Austin

Plans, Analysis & Integration Office

Mr. James A. Halford Jr.

INSTALLATION SUPPORT DIRECTORATES

Directorate of Emergency

LTC Michael A. Johnston

Directorate of Family, Morale, Welfare & Recreation

Mr. Robert E. Vail

Directorate of Human Resources

Mr. Kent R. Shaw

Directorate of Plans, Training, Mobilization

Mr. Joel S. Jenkins

Directorate of Public Works

Mr. James F. Duttweiler

INSTALLATION SUPPORT OFFICES

Equal Employment Office

Dr. Gregory P. Stallworth

Internal Review

Mr. Rafael Bernaola

Public Affairs Office

Mr. Robert N. Jenkins

Installation Safety

Mr. Michael L. Johnson

Staff Judge

CPT James M. Garrett

Religious Support

CH (COL) Terry W. Austin

PURPOSE & INTENT

REFERENCE: ***Policy 1 – USAG Fort Campbell Civilian In And Out-processing Procedures***

PURPOSE: To Ensure Civilian Employees In-processing USAG Fort Campbell ARE:

- ✓ **Appropriately Welcomed to the Installation**
- ✓ **Oriented and Integrated into the Directorate or Agency**
- ✓ **Begin Necessary Training to Ensure Success.**

INTENT: FULFILL THE 6 PHASE ORIENTATION AND INTEGRATION PROCESS

1. **Sponsorship Prior to Arrival**
2. **Welcome, Day 1** ***(CPAC In-Processing / Arrival to Organization)***
3. **In-Processing Days 2 through 5**
4. ***Orientation, Days 6 through 30*** ***(Attend the 1st Available Orientation at Garrison)***
5. **Integration, NLT 6 Months**
6. **Completion NTE 1 Year**

KEY REQUIREMENTS

In-Processing Days 2 through 5:

Supervisor Introduction of Organizational Rules and Standards

In-Processing Days 6 through 30:

1. **Attend the First Available Orientation for New Employees**
2. **Complete a written Performance Plan & Individual Development Plan**

In-Processing 1st Six Months:

1. **Mid-point Performance Counseling**
2. **Mandatory Training (Face-to-Face)**
3. **Enrollment into the Civilian Education System (CES)**

- *Foundation Course* (Hired after 30 Sep 06) (Complete within 1st Year of Employment)

- *Supervisor Development Course* (Complete within 1st year of appointment)

- Course Designed for Your Specific Grade (Basic, Intermediate, Advanced)

In-Processing Completion NTE 1 Year: Annual Performance Evaluation.

Best Soldier and Family Experience

Work. Return. Retire.

Oath of Office

The oath you are required to take is almost identical to the oath US Army officers and enlisted personnel take. Accepting the oath is a serious matter; it demands that all appointees fully recognize they are undertaking solemn obligations and are pledging utmost loyalty to the United Sates. The oath is legally binding – violation can serve as a basis for criminal prosecution. As you read the oath you are administered, you become an official of our government. Conduct yourself commensurate with this noble assignment and serve proudly.

"I_ [state your name], will support and defend the Constitution of the United States against all enemies, foreign and domestic;

that I will bear true faith and allegiance to the same;

that I take this obligation freely, without any mental reservation or purpose of evasion;

and that I will well and faithfully discharge the duties of the office on which I am about to enter.

So help me God."

Orientation for New Employees - Garrison

The Army Civilian Corps Creed formulates your value as a member of the Army team. Practice this creed every day of your working life, for yours is an extremely proud profession and your contributions are inestimable.

ARMY CIVILIAN CREED

I am an Army Civilian – a member of the Army Team.

I am dedicated to our Army, our Soldiers and Civilians.

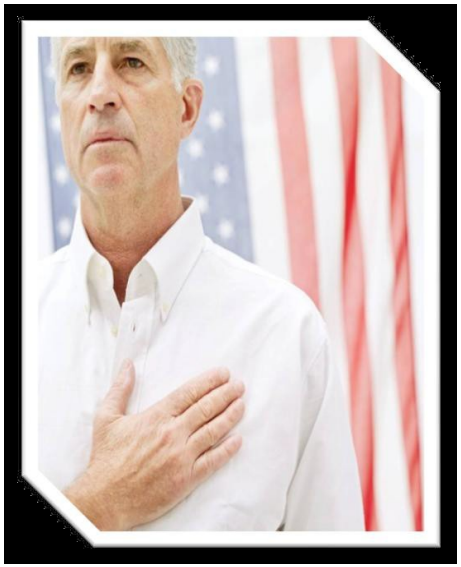
I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

I am an Army Civilian.



United States Army's Values

L.D.R.S.H.I.P

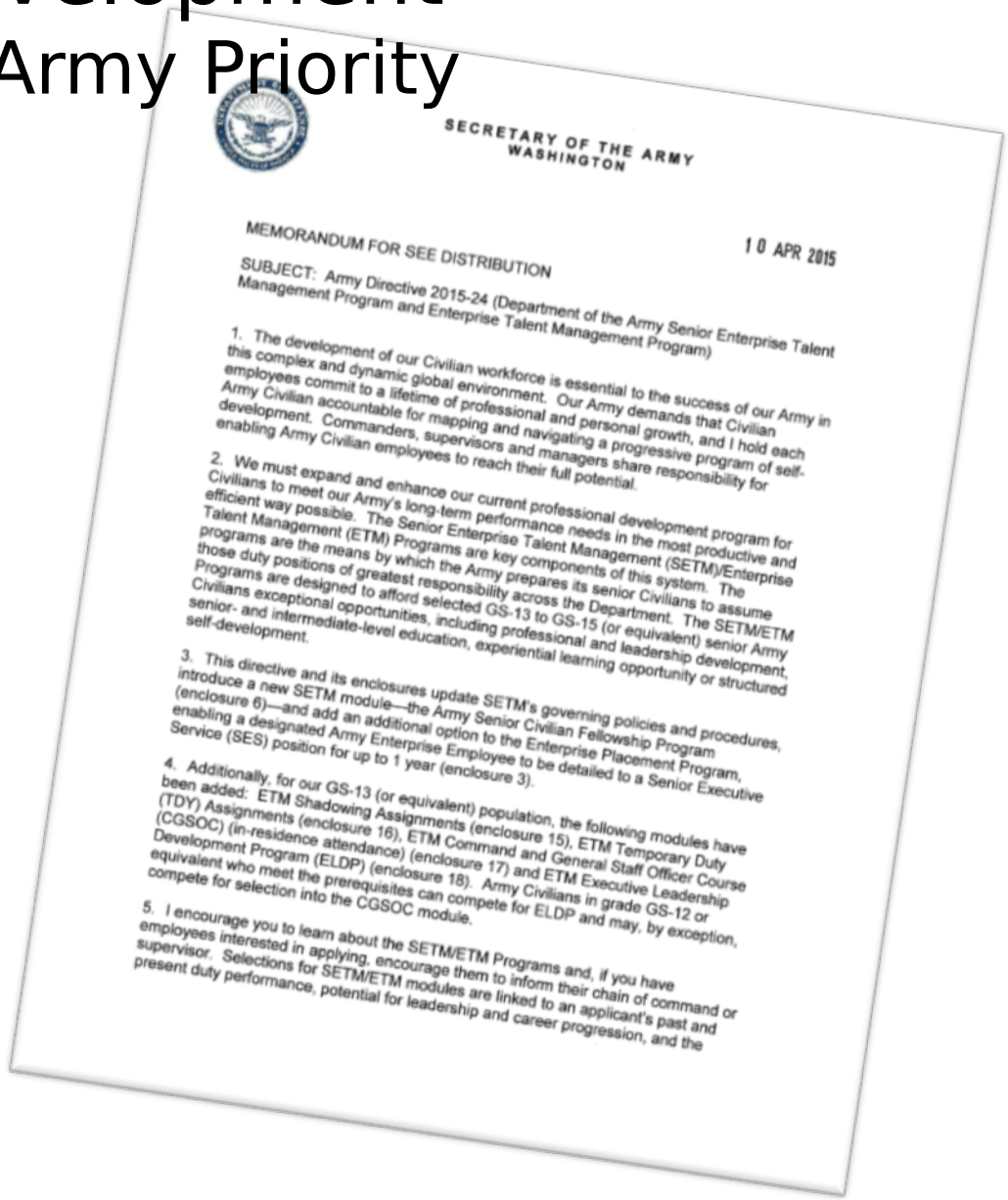
Practice the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity and Personal Courage, and you will be admired for your service to a grateful nation.

LOYALTY	*Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.*
DUTY	*Fulfill your obligations.*
RESPECT	*Treat people as they should be treated.*
SELFLESS SERVICE	*Put the welfare of the Nation, the Army, and subordinates before your own.*
HONOR	*Live up to all the Army Values.*
INTEGRITY	*Do what's right—legally and morally.*
PERSONAL COURAGE	*Face fear, danger, or adversity (physical or moral).*

Civilian Workforce Development
An Army Priority

SECARMY DIRECTIVE

- Civilian workforce development is essential to success of Army
- Civilians must commit to a lifetime of professional and personal growth
- Each civilian responsible for mapping and navigating a progressive program of self-development
- Commanders, supervisors and managers share responsibility for enabling Army civilians to reach their full potential.



SECRETARY OF THE ARMY
WASHINGTON

MEMORANDUM FOR SEE DISTRIBUTION

10 APR 2015

SUBJECT: Army Directive 2015-24 (Department of the Army Senior Enterprise Talent Management Program and Enterprise Talent Management Program)

1. The development of our Civilian workforce is essential to the success of our Army in this complex and dynamic global environment. Our Army demands that Civilian employees commit to a lifetime of professional and personal growth, and I hold each Army Civilian accountable for mapping and navigating a progressive program of self-development. Commanders, supervisors and managers share responsibility for enabling Army Civilian employees to reach their full potential.

2. We must expand and enhance our current professional development program for Civilians to meet our Army's long-term performance needs in the most productive and efficient way possible. The Senior Enterprise Talent Management (SETM)/Enterprise Talent Management (ETM) Programs are key components of this system. The programs are the means by which the Army prepares its senior Civilians to assume those duty positions of greatest responsibility across the Department. The SETM/ETM Programs are designed to afford selected GS-13 to GS-15 (or equivalent) senior Army Civilians exceptional opportunities, including professional and leadership development, senior- and intermediate-level education, experiential learning opportunity or structured self-development.

3. This directive and its enclosures update SETM's governing policies and procedures, introduce a new SETM module—the Army Senior Civilian Fellowship Program (enclosure 6)—and add an additional option to the Enterprise Placement Program, enabling a designated Army Enterprise Employee to be detailed to a Senior Executive Service (SES) position for up to 1 year (enclosure 3).

4. Additionally, for our GS-13 (or equivalent) population, the following modules have been added: ETM Shadowing Assignments (enclosure 15), ETM Temporary Duty (TDY) Assignments (enclosure 16), ETM Command and General Staff Officer Course (CGSOC) (in-residence attendance) (enclosure 17) and ETM Executive Leadership Development Program (ELDP) (enclosure 18). Army Civilians in grade GS-12 or equivalent who meet the prerequisites can compete for ELDP and may, by exception, compete for selection into the CGSOC module.

5. I encourage you to learn about the SETM/ETM Programs and, if you have employees interested in applying, encourage them to inform their chain of command or supervisor. Selections for SETM/ETM modules are linked to an applicant's past and present duty performance, potential for leadership and career progression, and the

READY AND RESILIENT
Readiness and Resilience Through Healthy Active Living

- **FIVE DIMENSIONS OF STRENGTH (Comprehensive Soldier & Family Fitness)**

Emotional
Social
Spiritual
Family
Physical (Activity / Nutrition / Sleep)

- **Civilian On-Duty Wellness & Fitness Program**
- **Eagle Challenge Fitness Tour**

THE EMPLOYEE ASSISTANCE PROGRAM

What is the Employee Assistance Program (EAP)?

The EAP is a benefit of employment for all Department of the Army Civilians. Program designed to help employees and their family members, whenever feasible, with problems that may affect their well–being and their ability to do their jobs.

What can the EAP do for me?

Employees may use the EAP to help manage issues in their work and personal lives.

The EAP will typically provide assessment, support, and, if needed, referrals to additional resources.

The issues for which EAPs provide assistance include:

- Substance abuse
- Safe working environment
- Emotional distress
- Major life events, including births, accidents and deaths
- Financial or legal concerns
- Family/personal relationship issues
- Work relationship issues
- Grief Support

Confidentiality:

Your visit to the EAP is confidential. Confidentiality about what you discuss is maintained in accordance with privacy laws and ethical standards.

Ramon M. Maisonet, MM, ACPP
Bldg 2553, 23rd St & Kentucky Ave
(270) 798-5253
ramon.m.maisonet.civ@mail.mil

EQUAL EMPLOYMENT OPPORTUNITY

What We Do

The EEO program provides employees with a right and a procedure for redress in instances in which they have suffered discrimination.

* AFFIRMATIVE ACTION

Affirmative Action is designed to correct the effects of past discrimination. It requires specific actions to recruit, employ, and promote qualified women and minorities.

* ROUNDTABLE PROGRAM

Employees with an informal complaint have the opportunity to receive mediation through the Roundtable Program. This program is an effective option to resolve complaints when open communication is needed.

* EEO COUNSELOR PROGRAM

The Army's EEO Counseling Program provides the mechanism for applicants and employees within the US civilian workforce to seek and obtain redress for discrimination at the informal level. The EEO Counselor is the first step in the complaint system. The counselor makes inquiries into the specific incidents of alleged discrimination.

You have the right to file a complaint of discrimination with the EEO Office within 45 CALENDAR DAYS after the alleged act of discrimination.

We strongly recommend that you first seek resolution for perceived incidents of discrimination through your chain of command.

* TRAINING

* DIVERSITY CELEBRATIONS

Dr. Gregory Stallworth (EEO Officer)
Phone: (270) 798-3765
gregory.p.stallworth.civ@mail.mil

Mrs. Debbie Sutton (EEO Specialist)
Phone: (270) 798-5113
debbie.r.sutton.civ@mail.mil

Mrs. Tonya Elliott (EEO Specialist)
Phone: (270) 798-2581
tonya.d.elliott.civ@mail.mil

ANNUAL WEINGARTEN NOTICE TO EMPLOYEES

In accordance with the requirements of 5 USC 7114(a)(3), this is to advise bargaining unit employees that:

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if –

(a)The employee reasonably believes that the examination may result in disciplinary action against the employee; and

(b)The employee requests representation.

WEBSITES: REFERENCES & TOOLS

America's Army – Our Profession (Center for the Army Profession & Ethic) http://cape.army.mil/
Army Benefits Center https://www.abc.army.mil/ (BENEFITS TOPICS: New Employee Benefits Tool Kit)
Army Career Tracker https://actnow.army.mil/
Army Disaster Personnel Accountability & Assessment System (ADPAAS) https://adpaas.army.mil
Army Knowledge Online (AKO) https://www.us.army.mil/suite/login/welcome.jsp
Army Forms http://www.army.mil/usapa/eforms/index.html
Army Publications http://www.army.mil/usapa/epubs
Army Ready and Resilient Campaign http://www.army.mil/readyandresilient/
Army Training Requirements and Resources System (ATRRS) https://www.atrrs.army.mil
Automated Time Attendance and Production System (ATAAPS) https://ataaps.csd.disa.mil/
Civilian Education System (CES) http://www.amsc.army.mil/
Civilian Human Resources Training Application System
https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1
Civilian Personnel On Line (CPOL) http://cpol.army.mil/
Defense Travel System (DTS) Http://www.defensetravel.osd.mil/dts/site/index.jsp
Fort Campbell Courier facebook page https://www.facebook.com/fortcampbellcourier
Fort Campbell Environmental Link
http://www.campbell.army.mil/campbell/directorates/DPW/envdiv/Pages/default.aspx
Fort Campbell facebook: https://www.facebook.com/FortCampbell
Fort Campbell Intranet: https://intranet.campbell.army.mil/SitePages/Home.aspx (Garrison Policy Letters)
Fort Campbell Family Morale Welfare and Recreation http://www.fortcampbellmwr.com/
Go Army Ed https://www.goarmyed.com/login.aspx
Installation Management Command (IMCOM) Home Page http://www.imcom.army.mil/
My Pay (Defense Finance Accounting System) https://mypay.dfas.mil/mypay.aspx?FLPS=LES~DCPS
Army E-Learning Program https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action?path=usarmy/UsArmyLoginAction
Total Army Performance Evaluation System (TAPES) http://www.army.mil/usapa/epubs/pdf/r690_400.pdf
Workforce Development Division Intranet Link:
https://intranet.campbell.army.mil/garrison/dhr/WFD/SitePages/Home.aspx

Questions